

**FREDERICK COUNTY COMMISSION ON AGING MINUTES
DEPARTMENT OF AGING
July 13, 2015**

COA MEMBERS	DOA STAFF	EXCUSED	UNEXCUSED	GUESTS
Elizabeth Chung	Kitty Devilbiss	Mary Beachley		Nikki Bamonti
Ernell Graham	Sue Ramsburg	John Brown		Ray Brown, DSS
Carol Haag	Pat Rosensteel	Diane Lewis		Leslie Haardt
Tom Lawler		M.C. Keegan-Ayers		Cindy Powell
Tish Raff		Randy McClement, Mayor		Jenny Morgan
Katie Rhinehart-Hemler		Bobbie Speace		Joe Berman
Cynthia White		Carolyn True		

- I. Tour of the Urbana Senior Center at 12:45pm.**
- II. Call to Order – Carol Haag called the meeting to order at 1:25pm.**
- III. Welcome & Introductions –** Carol welcomed all attendees. There were guests present at today's meeting so introductions were done around the room.
- IV. Action on the Agenda –** Carol would like the by-law discussion to be moved after today's presentation.
- V. Approval of Minutes –** The minutes of the June 15th meeting were approved. Katie Rhinehart-Hemler made a motion to approve the minutes and Tish Raff seconded the motion. All were in favor.

- VI. Status of Hiring, Kitty Devilbiss** – Carolyn is not at today's meeting as she is attending a conference in Philadelphia. This conference will include sessions on data collection which may be helpful for the Dept data collection efforts. Perhaps this can be added to the August agenda and Carolyn can share what information was presented. Kitty stated that the advertising has been in place for the two new positions, Program Specialist and Volunteer Coordinator. The closing date for applications is today. Human Resources will do an initial screening of the application and then send them to Carolyn for review. Jessica, the MoW Volunteer Coordinator, has started training volunteers for a "friendly visitor" program. This will allow volunteers to visit homebound clients to help alleviate loneliness and isolation. The volunteers will need to make a six month commitment. The volunteers as well as the clients will be screened to ensure an appropriate match.
- VII. Business Task Force Update, Tom Lawler** – Tom reported there will be changes to the symposium which was cancelled earlier this year due to low registration. The next meeting will be on August 7th and held at the Frederick Chamber of Commerce office. Mary Collins from the Dept of Aging will be one of the speakers at this meeting and will present care giving information.
- VIII. Committee Reports/Nominating Committee, Katie Rhinehart-Hemler** – There are two potential new members but the status will be pending until by-laws can be revised regarding service providers.
- By-Laws Committee, Dianne Lewis, Carol Haag** – A copy of the proposed changes to the by-laws was sent out with the minutes/agenda. The main reason to change the by-laws is to adapt wordage to the new Charter form of government. The terms County Executive and County Council will replace the term Board of County Commissioners. There is a Dept of Aging/County Ordinance which supersedes the CoA by-laws. If a guideline is specific in the ordinance, the by-laws have to match the guideline. There is a guideline specifying the number of service providers allowed to become members on the CoA. There was some discussion on the definition of "service provider". The Area Plan defines "service provider" as someone who receives funds or has a contract with the Dept of Aging. If this is the definition that is used for "service providers", there would be fewer restrictions on who is approved for the CoA. The ordinance does not allow for the change in the percentage of providers on the commission as specified in the by-laws. There would need to be a legislative change and presented to the Council as a bill in order for the change to be made. This could be a time consuming process which may require three hearings. It was suggested that the question be asked if being employed by a

provider of senior services is the same characterization as a service provider. Pat Rosensteel will check with the County Attorney's office to get a legal written definition of a service provider. The ordinance also clarifies that the CoA consists of only fifteen members. It was suggested that individuals could attend monthly meetings without being a voting member of the Commission.

Carol reviewed other proposed changes. Pat suggested that one proposed change regarding member absences not go forward. In Article IX, Section 8, the Recording Secretary, as well as the Chairperson, does need prior notification from members who are not able to attend meetings. The Recording Secretary is responsible for notifying the County Manager's office of excessive absences. Discussion and review of the by-laws will continue at next month's meeting.

- IX. Presentation, Adult Services, Department of Social Services Ray Brown** – Ray Brown is the supervisor and the administrator of this program. The program leadership is narrowly staffed due to budget cuts over the years. He introduced Leslie Haardt who is a social worker and also works in this program. The senior population will continue to grow and their needs will also continue to grow. The core programs within the program are Adult Protective Services, Project Home/Adult Foster Care, Social Services to Adults, Senior Care, and In-home Aide Services. Referrals are received by Frederick Memorial Hospital, families, neighbors, and law enforcement. When making a complaint/referral, the caller should have gathered as much information as possible. Demographics, phone numbers, family members who can assist, and any risk factors for the agency making the visit.

There are four full time staff and one part time in the Adult Protective Services (APS) program. The staff investigates complaints of physical abuse, neglect, self neglect, and exploitation. Vulnerability of the adult is a key component and must be met. People have a right to make their own decisions even if they are bad ones. A vulnerable adult is an adult who lacks the physical or mental capacity to provide for their own needs. This is a state mandated program. The investigations are thirty days from beginning to end. An attempt which has been made to extend it to sixty days has not been successful. It can be difficult to meet with parties involved and collect all pertinent information in the limited timeframe. The staff has 24 hours to respond to an emergency complaint and five days for a non-emergency complaint. Financial exploitation is now being reported by banks. Two years ago, banks were mandated to report any instances of suspected financial abuse. But banks will only help when the bank makes the referral.

Guardianship is an extension of APS. Many of these cases are referred to APS by local hospitals. Incompetency is determined by the court and guardianship of person is awarded to Dept of Aging and/or Dept of Social Services depending on the age. The Dept of Aging is awarded clients age 65 and older. The agency is only guardian of person. Typically a local attorney is put in place as guardian of property. When a client is in guardianship, there could still be issues of housing and family dynamics. It does not solve all the issues.

Project Home provides family-centered housing for adults who have mild levels of disabilities and are not appropriate for other living arrangements. Currently there are fourteen provider homes on the adult services side. It is partially funded by the Public Assistance to Adults.

The Senior Care program and Social Services to Adults assist in identifying needs and work with the client to locate available resources in the community. The goal is to be of assistance to the client and family in supporting the client not for the program to become the caregiver. Case management is in place to refer clients to community services and resources. Cases are reevaluated to determine continuation of services.

In-Home Aide services provide in home personal care and some chore services to disabled adults. This program complements the Senior Care program. Clients are based on physical need. The more severely disabled are a priority. There are also income guidelines and clients must have no other means to receive the services. There is a formula which determines how many hours of care a client receives. It is more cost effective for someone to receive these services in the home as opposed to going into a nursing home.

The current waiting list is six to nine months. The clients on the list do get visits from staff while they are waiting for services. They are required to go out every six months, but typically do visits every three months. During these visit, the client is reassessed to see if their need is bigger or less. If the need for services has increased, the client is moved up on the wait list. There are approximately eighty people on the wait list for long term case management. There are about 30-40 people on the wait list for in home care services.

There is great cooperation between local agencies to protect vulnerable adults in the community.

X. Announcements –

Next month's agenda items will include a presentation of the RSVP and information from the conference in Philadelphia Carolyn is attending.

XI. Public Comment –

XII. Adjournment -

The meeting adjourned at 3:20 pm.

Respectfully submitted,

Susan M. Ramsburg
Recording Secretary